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Ontario Department of Education

Annual Departmental Examinations

1916

Instructions to Presiding Officers and Candidates



TORONTO:


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EXAMINATIONS

INSTRUCTIONS TO PRESIDING OFFICERS.

 **Presiding Officers are requested to peruse carefully the following instructions and to see that they are fully carried out:—**

1. At each centre there shall be a chief Presiding Officer and such assistant Presiding Officers as may be required under Instruction 12, page 5.

2. The Presiding Officers shall be nominated by the Public School Inspectors, subject to the approval of the Minister. Such approval may be assumed unless the Inspector is notified to the contrary.

3. Except with the approval of the Minister, every Presiding Officer shall be an experienced teacher now engaged in teaching or inspecting schools, preference being given to the holders of Permanent High School or First Class certificates or of Permanent Second Class certificates with five years' experience.

4. Each Inspector, or such other person as may be appointed a Presiding Officer by the Minister, shall receive from the Department or the Inspector the examination papers, and shall thereupon be responsible for the safe-keeping of the bag and its contents until the examination is concluded.

5. On the receipt of the bag containing the question papers the Presiding Officer will see that *the seal is intact*. The bag can be opened by cutting the cord, and when opened, the names of the subjects and the number of envelopes containing the question papers should be verified with the time-table and with the name lists. Should any question envelopes be missing the Presiding Officer shall *telegraph the Department at once*.

6. The Presiding Officer will satisfy himself that all necessary arrangements are made by the School Board in due time for the examination. If the trustees have not placed a clock in each room used for examination purposes, the Presiding Officer shall have power to hire the use of one for each room during the time required for the examination, and charge the same as part of the expenses of the examination.

7. If there is sufficient accommodation and if sufficient papers have been received, the Presiding Officer shall admit candidates who, through some oversight, did not send their applications to the Inspector. The names of such candidates are to be entered in the Supplementary List

(Exam. Form No. 157), specially provided, with such information as is required. This list and the required part of the fee, *with one dollar additional*, as provided, shall be sent by the Presiding Officer to the Department. The remainder of the fee shall be sent to the Board that bears the expense of the examination.

8. The Presiding Officer shall exercise necessary vigilance at all times while the candidates are engaged in writing, and he *shall not give his attention to any work other* than that which pertains to his duties as Presiding Officer. He shall take all necessary care to *render it impossible for the instructions to candidates to be violated without his knowledge*. This instruction is to be observed, *however small may be the number of candidates*.

9. In the examination room candidates, whether writing on the same subject or on different subjects, shall be seated at least five feet apart. All diagrams or maps having reference to the subject of examination shall be removed from the room, and books, papers, etc., removed from the desks; all arrangements shall be completed, and the necessary stationery distributed at least *fifteen minutes* before the time appointed for the commencement of the first subject of the examination, and at least *five minutes* before each other subject is begun.

10. (1) The necessary stationery includes pens, blotting paper, black ink of a uniform colour, the authorized examination books, squared paper and drawing paper from No. 2 blank drawing books. Each candidate will receive *one* examination book or sheet of drawing paper, *one* sheet of squared paper or *one* outline map (when necessary), and *one* answer envelope at the *beginning of each examination period* and other books or sheets as required during said period. No paper other than those mentioned herein shall be distributed to the candidates, and no paper, examination book or other book shall be brought into the room by any candidate. (The Presiding Officer's attention is called to the instructions as to the use of the examination books on the first page thereof.)

(2) For the examination in Book-keeping and Writing, special examination books have been prepared and may be obtained from the same firms as publish the ordinary examination books. A sufficient supply of these books shall be provided for the use of candidates.

11. (1) In order to facilitate the answering of questions on the papers in Mathematics which may require the drawing of graphs, candidates at such examinations shall be provided with sheets of squared paper by the School Board concerned.

(2) For use on History or other papers requiring geographical location, outline maps have been prepared by the Department and where required will be sent in the envelope with the question papers.

(3) The Presiding Officer will hand out one sheet of squared paper or an outline map with each question paper requiring its use. Additional sheets may be given, one at a time, to candidates as required. Great care must be taken in accounting for all sheets distributed.

(4) The Presiding Officer will require each candidate to attach each sheet and outline map, as soon as received, to the top of one of the ruled pages of his examination book. A gummed margin has been provided for this purpose at the top of the reverse side of the sheet.

(5) For the papers in Trigonometry of the Upper School examinations for Entrance into the Faculties of Education and for Honour or Scholarship Matriculation, the Presiding Officer shall see that each candidate is provided with a book of logarithmic tables. These tables may also be used, if required, for the papers in Algebra.

12. *No person except the Presiding Officers and any necessary attendants shall be present with the candidates in any room at the examination; and at least one Presiding Officer shall be present during the whole time of the examination in each room occupied by the candidates. A Presiding Officer shall not have in his charge at one time more than twenty-five candidates. No conversation or other noise which might disturb the candidates shall be allowed in the vicinity of the examination room.*

13. The Presiding Officer shall, as indicated on the time-table, read to the candidates their duties, drawing attention to any feature of them that may require special care during the examination, and emphasizing the directions to the candidates as to the manner in which the slips are to be attached to the envelopes. **Great care should be taken in distributing the proper number and kind of envelopes** and examination books and in accounting for such envelopes and examination books as have been distributed. At the close of the examination in each paper the Presiding Officer shall inspect every desk in order to satisfy himself that no candidate has omitted to hand in all his examination books.

14. *Punctually* at the time appointed for the commencement of each examination the Presiding Officer shall, in the examination room and in the presence of the candidates and other assistant Presiding Officers (if any), break the seal of the envelope containing the question papers, and give them to the assistant officers and to the candidates. The papers of only the subject or subjects required shall be opened at one time. Until the examination in the subject is over, no examination papers other than those which the candidates receive shall be taken out of the room.

15. *Punctually* at the expiration of the time allowed, the Presiding Officer shall direct the candidates to stop writing, and cause them to hand in their answer papers immediately, duly fastened in the envelopes.

16. The Presiding Officer shall keep upon his desk the tally-list (check-list of candidates and subjects), and as each paper in any subject is handed in (and he should carefully note the superscription of the envelope—the subject and the candidate's name), he shall check the same by entering the figure “1” opposite the name of the candidate. The Presiding Officer will enter the names of the candidates on the tally-list *in the same order as found on the official list of candidates* (Exam. Form 108 or 109). The names of extra candidates are to be added after the names of those on the official list. After the papers are handed to the Presiding Officer he shall not allow the answer envelopes to be opened, and he shall be responsible for their safekeeping until transmitted to the Department. The answer papers as well as the question papers should be kept in a safe, or in a room with the windows fastened and doors securely locked by a cylinder lock. The Presiding Officer shall keep in his possession the key or keys that are supplied for the lock.

17. Reading is prescribed for each of the following examinations:—Senior High School Entrance, Senior Public School Graduation, Model Entrance, and the Lower School examination for entrance into the Normal Schools and Faculties of Education. The Presiding Officer is required to test the candidate's knowledge of the principles by questions based on the passage or passages read as well as his ability to read intelligently and intelligibly. The maximum value to be assigned is 50 marks, which is to be apportioned as follows:—Reading, 35; questions on the principles, 15. The Form for reporting the marks assigned in reading will be found in the envelope with the question papers. The examination may be conducted at the times suggested on the time-table or at such other times as will cause the least inconvenience to the candidates. It is essential that the Inspector should nominate as Presiding Officers teachers who will be competent to conduct the examination in Reading. In notifying them of their appointment the Inspector should bring to their attention the necessity of fully preparing themselves in advance for the proper conduct of the examination.

18. Under the provisions of Departmental Examination Regulation 39 (4) (b), Lower School candidates may, on application, be granted certain exemptions. Unless the applications of such candidates for exemption have been received and granted prior to the examination they shall not be entitled to the special exemptions referred to.

19. A candidate permitted under Examination Regulation 43 to carry over a subject is required to take said subject along with another Departmental examination in the same year.

20. The attention of the Presiding Officer is also directed to the fact that, under the provisions of Departmental Examination Regulation 45 (1) (c), Upper School Faculty Entrance candidates may take the bonus papers in Middle School Art or Agriculture and Horticulture.

21. For the examinations in Art, special confidential instructions to the Presiding Officers will be sent in the bag with the question papers. The envelope containing these instructions shall be opened not later than the day prior to the examination concerned.

22. For special instructions regarding the examinations in Biology, etc., see the circular (Examination Instruction No. 52) which is forwarded to each Presiding Officer prior to the examination.

INSTRUCTIONS TO CANDIDATES.

(To be read to candidates as indicated on time-table)

1. Each candidate shall satisfy the Presiding Officer as to his personal identity before the commencement of the first day's examination, and any person detected in attempting to personate a candidate shall be reported to the Department. The Presiding Officer is authorized to refuse the application of any candidate who presents himself at any centre other than that nearest his usual place of residence, unless the candidate's explanation of his course in so presenting himself is in every way satisfactory to the Presiding Officer.

2. Candidates shall be in their allotted places before the hour appointed for the commencement of the examination. If a candidate be not present till after the appointed time, he shall not be allowed any additional time. No candidate shall be permitted, on any pretence whatever, to enter the room after the expiration of an hour from the commencement of the examination. The Presiding Officer is authorized to refuse admission even within the hour if the candidate's explanation is in any sense unsatisfactory, or if he has reason to suspect collusion between the newly admitted candidate and other candidates.

3. A candidate shall not leave the room within *one hour* after the distribution of the examination papers in any subject; and, if he then leave, he shall not be permitted to return during the examination in such subject.

4. Every candidate shall conduct himself in strict accordance with the instructions. Should he take into the room or have in his possession, in his desk, or on his person, any book, notes, paper, or anything from which he may derive assistance; should he talk, whisper, or make signs to another candidate; *should he leave his answers so exposed that any candidate may copy from him*; should he give or receive aid or extraneous assistance of any kind whatsoever, his examination will be cancelled, and he will be debarred from presenting himself at any Departmental or Matriculation examination for two years. Should the Presiding Officer obtain clear evidence of the violation of these instructions at the time of its occurrence he shall cause the candidate concerned to leave the room at once;

he shall strike his name from the list of candidates; and he shall not permit him to return to the room during the remaining part of the examination. If, however, the evidence be not complete at the time, or be obtained after the close of the examination, the Presiding Officer shall report the case to the Department.

5. Every candidate shall write the name of the subject of examination very distinctly at the top of each page of his examination book. If he write his name or any distinguishing mark on his examination book, or if he tear any paper from his book, or if he insert in his book any matter not pertinent to the examination, or if he use any paper or book or ink other than that provided, his examination may be cancelled.

6. (1) Every candidate shall write his answers and full solutions on the ruled sides of the leaves of his examination book or books (if more than one be needed); he may use the unruled sides in preparing the answers in rough. He shall fold his examination book (or books) once across, place it in the envelope provided by the Presiding Officer, seal the envelope, write on the outside of the envelope the subject of examination only, and, on the slip provided, his name in full (surname preceding), and then securely fasten the slip to the envelope, as instructed by the Presiding Officer. Candidates shall see that their answers are placed in the proper envelopes. Scholarship Matriculation candidates shall designate their answers, and also the envelopes containing their answers, "Pass" or "Honour," according to the papers taken.

(2) Every candidate competing for a University scholarship who also desires standing for Entrance into the Faculties of Education shall write upon all subjects of the latter course which are not included in his scholarship examination. He shall place the answers in his scholarship subjects in the scholarship (red) envelopes, and the answers in the Entrance subjects in regular Entrance envelopes.

7. Candidates for the examination for Entrance into the Normal Schools or the Faculties of Education who take, in addition, Matriculation papers for the *purpose of securing Pass Matriculation standing*, shall place the answers to such extra papers in Matriculation envelopes and report the fact to the Presiding Officer, who shall enter their names (if this has not already been done) on the combined Middle School tally-list. If their names are not entered as Matriculation candidates on the official name list (Examination Form 108) the additional Matriculation fee of \$3.00 shall be collected from them. Such extra matriculation answer papers shall be forwarded to the Department along with the answers of the Middle School candidates.

8. (1) On application, accompanied by the additional fee prescribed (\$3.00), candidates for the full Middle School Normal Entrance examination may have their marks considered for Matriculation purposes.

(2) Except as stated in (1) above, Middle School Normal Entrance papers will not be considered for Matriculation purposes.

9. Honour Matriculation papers, except in the cases of scholarship candidates, will not be accepted in lieu of the corresponding papers of the Upper School examination for Entrance into the Faculties of Education.

10. Candidates are also reminded that the Presiding Officer is not allowed to make *any explanation* or other statement regarding the probable meaning of any question or to *give any advice* as to what question should be answered by the candidates or how any question should be answered.

Should an error appear to have been made in any question, *no attention* shall be drawn to it during the time of examination by either the Presiding Officer or any of the candidates. Candidates may, however, at the end of the examination period submit the matter to the Presiding Officer, who, if he considers it necessary, will report on the matter to the Department at the close of the examination.

11. In case of the illness of any candidate affecting his examination, he shall request the Presiding Officer to report full particulars to the Department *immediately at the close of the examination*. This report shall be accompanied by a *medical certificate*, stating precisely the nature of the illness and its time and duration. Other occurrences interfering with a candidate's examination shall be reported at the same time. Certificates received or circumstances reported after this date will not be considered.

(To be read to Candidates by the Principal previous to the examination.)

12. Candidates shall see that they use the correct answer envelopes, as follows:—

(1) Senior High School Entrance and Senior Public School Graduation candidates use the white envelopes designated (in green ink) "Senior High School Entrance examination" and "Senior Public School Graduation examination" respectively.

(2) Lower School examination candidates use the manilla envelopes designated (in purple ink), "Lower School Examination for Entrance into Normal Schools and Faculties of Education."

(3) Model School Entrance candidates use the manilla envelopes designated (in green ink), "Entrance into Model Schools."

(4) Normal School Entrance (Middle School) candidates use the manilla envelopes designated (in red ink), "Middle School Examination for Entrance into the Normal Schools."

(5) Faculty Entrance (Upper School) candidates use the manilla envelopes designated (in black ink), "Upper School Examination for Entrance into the Faculties of Education."

(6) Pass (junior) Matriculants use the white envelopes designated (in red ink), "Junior Matriculation."

(7) Honour (senior) Matriculants use the white envelopes designated (in black ink), "Honour Matriculation."

(8) University Scholarship candidates use the red envelopes designated "Matriculation Examination (Scholarship)" for all their matriculation papers, whether pass or honour.

(9) Candidates for more than one of the above examinations will place their answers for the different examinations in the respective envelopes as indicated above.

13. Scholarship candidates who desire standing for Entrance into the Faculties of Education may make application therefor *after* the scholarship results are made known.

14. The Department does not furnish statements of the matriculation standing obtained by scholarship candidates, either for *pass or honours*.

15. The answer papers of all candidates are read carefully by boards of Associate Examiners selected from the successful teachers of the Province. All papers on a subject are valued according to a uniform scale of marks decided upon by the Examiner-in-chief in consultation with a committee of Associate Examiners in charge of that subject. Every paper which is valued near the pass mark by an Associate Examiner is re-read by the chairman of the section.

After the results are made up from the marks thus assigned, the papers of all candidates for Model, Normal and Faculty Entrance examinations who fail by not more than a reasonable margin in any way are immediately re-read by the Examiners-in-chief. Candidates who still fail in this supplementary reading are sent statements of marks stamped with the word "Re-read." No further appeal is allowed in such cases.

In addition to the precautions outlined above, the addition and transferring of marks is carefully checked on all answer papers.

16. (1) In all other cases of failure where the statements of marks are not stamped as "Re-read," candidates may have their papers re-read on lodging an appeal before September 1st, and paying a fee of \$2.00, which will be returned if the appeal is sustained. In view of the precautions taken, however, an appeal on any of the Entrance examinations would seem to be useless.

(2) Pupils making appeals shall state where they wrote and the examination attempted. Principals sending in appeals in behalf of pupils shall make each appeal on a separate sheet of paper.

(3) Appeals in the case of the Matriculation examination shall be addressed to the Secretary of the University Matriculation Board, Parliament Buildings, Toronto. All other appeals shall be addressed to the Deputy Minister of Education.

(4) No appeal is allowed against scholarship awards.

17. When a prospective candidate, for any reason, does not present himself for the examination for which he applied he may have his fee returned by applying to the School Board or other body that bears the expense of the examination for that part which it receives and to the Department for that part which it receives. Application should not be made until the results are announced.

18. Candidates who do not make application to write on an examination until after the date prescribed shall be charged \$1 extra.

MAKING REPORTS AND RETURNING ANSWERS TO THE DEPARTMENT.

1. The Presiding Officer shall report to the Department at the close of the examination in the "remarks" column of the Diagram Blank (Exam. Form 21) any particulars in which the instructions, etc., were not observed, and he shall mention any facts regarding the examination that he deems expedient to have brought before the Boards of Examiners. The Presiding Officer and his assistants shall sign a declaration that in all other respects the instructions and regulations were fully complied with.

2. The Presiding Officer, as part of his report to the Department, shall send a diagram of *each room* on the Forms provided (Exam. Form 21), showing the position occupied by each candidate and assistant Presiding Officer during the examination. *Candidates shall not be permitted to change positions.*

3—(1) The Presiding Officer shall not arrange the answer papers according to subjects, but shall arrange them so that all the answers of each candidate for examination shall be sent together in the same shipment [except as specified in (2)] and in the order in which their names appear on the list of candidates for the examination (Exam. Form 108 or 109). To facilitate this, elastic bands have been supplied, one for each candidate's set of answers.

(2) Where a candidate takes papers belonging to different examinations, such papers are to be divided according to the examinations taken and each parcel sent with those of the other candidates for these examina-

tions, except that (a) the Middle School Normal Entrance and the Pass Junior Matriculation papers of a candidate taking the two examinations should be placed in their respective envelopes and returned in one parcel and checked on the combined tally-list, and (b) all the pass and honour matriculation answer papers written by a *scholarship candidate* should be placed in red envelopes and returned in one parcel, and such papers should be checked upon the scholarship tally-list.

4. (1) The prompt return of the answers to the Department at the close of the respective examinations is essential, and may be greatly facilitated if the answers are sorted at the close of each day's examination.

(2) All diagrams and reports (*except the tally-list*) shall be forwarded to the Department *by post* on the respective days that the answers are forwarded.

(3) The tally-list of each examination shall be returned in its respective bag with the candidates' answer envelopes.

5. The answers of the candidates taking (a) the Lower School examination for Entrance into the Normal Schools and the Faculties of Education, (b) the examination for Entrance into the Model Schools, (c) the Senior High School Entrance examination, and (d) the Senior Public School Graduation examination, together with the corresponding tally-lists, shall be securely tied and returned promptly at the close of these examinations, in one of the bags provided.

6. The answers of the candidates taking (a) one or both of the Middle School examinations for Entrance into the Normal Schools and for Pass Junior Matriculation, (b) the Upper School examination for Entrance into the Faculties of Education, (c) the examination for Honour Matriculation, and (d) the examination for University Scholarships, together with the corresponding tally-lists, shall be securely tied, in separate parcels, and returned promptly at the close of these examinations, in one of the bags provided.

7. (1) Each bag shall be so tied that the words, "The property of the Department of Education," will be outwards. The shipping tag shall be securely attached to the strap on each bag.

(2) All the express charges shall be prepaid, and no commercial value shall be placed upon the bags and contents.

(3) All surplus examination papers shall be given at the close of the examinations to the Principal of the school.

(4) All surplus answer envelopes and name slips shall be returned to the Department in one of the bags containing candidates' answers.

EXPENSES OF THE EXAMINATION.

1. The Treasurer of the School Board of the school where the examination is held shall pay, on the certificate of the Public School Inspector, the incidental expenses of the examination, including the cost of stationery, express charges, etc.

2. Except in a District or a Provisional County, the Treasurer of the School Board of a school where the examination is held shall pay, on the certificate of the Public School Inspector:

(1) To the Public School Inspector, for preparing in duplicate each of the two lists of candidates (Examination Form 108 and 109), the sum of \$2.00 provided that the number of candidates writing does not exceed twenty, and for each additional twenty candidates or fraction of that number, one dollar in addition. It is to be understood that the number of applications received, and not the examinations on which the candidates write, will determine the amount paid for this service.

(2) To each Presiding Officer and Assistant Presiding Officer, for presiding at the examinations, \$5.00 per day, and return railway fare or the ordinary cost of conveyance from and to his usual place of residence.

GENERAL INFORMATION AND INSTRUCTIONS.

1. The examination fees are as follows:—

Senior High School Entrance.....	\$5 00
Senior Public School Graduation.....	5 00
Lower School Examination for Entrance into the Normal Schools and Faculties of Education	3 00
Model Entrance	5 00
Part A or Part B—Reg. 38 (2)	3 00
Middle School (Normal Entrance)	5 00
Part A or Part B—Reg. 41 (2)	3 00
Upper School (Faculty Entrance), Part I or Part II	5 00
Parts I and II	8 00
Parts A, B, C, and D, Reg. 39 (2), any one	3 00
Three or more	8 00
Pass Junior Matriculation:	
not more than four papers	3 00
more than four papers	8 00
Honour Matriculation:	
not more than four papers	5 00
more than four papers	10 00
Scholarship Matriculation	10 00

Note.—1. If the fees for the examination which a candidate desires to take amount to more than \$10.00, only \$10.00 will be required.

Note.—2. Under the provisions of High School Regulation 43, a candidate may take one subject of an examination along with the subjects of another Departmental examination. In such cases, the fee for the latter examination shall be accepted as the proper fee to be paid.

2. Attention is directed to the scale of fees to be paid by candidates. When the fee is \$10, \$8, \$6, \$5 or \$3 the amount to be sent to the Department is \$6, \$5, \$4, \$3 or \$2 respectively. The remainder of the fees received is to be forwarded to the School Board or other body that bears the expenses of the examination.

Note.—The Inspector is requested to forward the fees due the Department per bank draft or money order. Cheques should not be forwarded.

3. Applications will not be received by the Inspector after the prescribed date, and candidates are reminded that they should in no case forward their applications to the Department. If a candidate should, through an oversight, neglect to have his application duly sent to the Inspector, he may present himself at the examination, when the Presiding Officer is at liberty to admit him, provided that there is the necessary accommodation, and that a sufficient number of question papers has been received. An additional fee of \$1 will be exacted by the Presiding Officer from a candidate who presents himself in this way.

